

# **TOWN OF NORTH ANDOVER**

## **JOB POSTING**

The Town of North Andover Information Technology Department is accepting applications for one Administrative Assistant on a full-time basis (37.5 hours a week).

**Summary of Duties:** Perform a variety of administrative and basic Help Desk duties to assist and support the Director's office including: monitoring budgets of projects, personnel administration; serving as liaison between Town Departments and the Director's office and other similar duties to provide administrative support. Assist the department with help desk requests by answering the IT Department phone, provide basic diagnostics and troubleshooting, creating and monitoring help tickets.

**Essential Functions:** Assist in the general administration of the office; generate purchase orders for payment of bills and services. Receive and respond to internal and external inquiries. Provide answers from available information and data; submit requests to appropriate areas and follow up to obtain and relay information. Administer personnel file and records. Prepare payroll change notices, longevity payments, and review time sheets for accuracy. Monitor sick, vacation and personal days of employees. Perform basic troubleshooting such as resetting log-ins and passwords.

**Qualifications:** A combination of qualifications that display an equivalent competence to perform will be considered. High School Diploma or equivalent required with three years of office experience preferred. Proficiency with basic computer programs for office use such as Microsoft Office Suite required and Google Apps helpful. Candidate must be organized, maintain the ability to handle multiple tasks, work with a high degree of confidentiality, and work under precise deadlines. Ability to deal tactfully and effectively with other municipal staff and the general public is required.

**Compensation:** The salary is \$34,144.

**Apply:** Send cover letter and resume to: [Jobs@northandoverma.gov](mailto:Jobs@northandoverma.gov). Position is open until filled.

*The Town of North Andover is an Equal Opportunity Employer/ Affirmative Action Employer*

Posted: March 14, 2016